

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Valet Attendant (2 full-time and 4 on call)

POSITION NUMBER: TGO- 249-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High school diploma or GED equivalent preferred.
- *If applicant does not meet this education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Must have a good driving record and no more than two (2) driving offenses within a 3 year period.
- ☐ Must have a friendly and courteous attitude.
- ☐ Must be able to drive a variety of cars, both automatic and manual transmissions.

EXPERIENCE:

- ☐ Minimum of six (6) months guest service experience.
- ☐ Minimum of one (1) year of driving experience.

OTHER REQUIREMENTS:

- ☐ Must possess a valid Washington State Drivers License. * (Copy **must** be attached with application)
- ☐ Must possess a clear driving record and meet the organizations insurance criteria. *(Current documentation from the DMV **must** be attached with application)
- ☐ Must successfully pass an agility exam with at least a “medium” physical demand level score to determine if physically capable to perform the needed tasks of the job.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with Tulalip Tribal and/or other employment entities.

Physical Characteristics and/or Prerequisites:

- ☐ Mobility to bend, stoop and run on a frequent basis.
- ☐ Agility and flexibility to climb stairs.
- ☐ Stamina to jog up to ¼ of a mile several times during a shift.
- ☐ Must be in good physical condition.
- ☐ Capable to work in a smoke filled environment.
- ☐ Manual and finger dexterity to drive any type of vehicle.

Department: Valet

Employee Classification: Non-exempt

Job Summary: Greet customers, park and retrieve customer vehicles.

Employee Reports To: Valet Supervisor or designee

Extent of Job Authority: Park and retrieve customer cars.

Specific Duties Performed:

1. Greet customers and open vehicle doors upon arrival at Casino.
2. Prepare parking ticket in accordance with policies and procedures.
3. Park customer car with care.
4. Store keys in accordance with policies and procedures.

5. Quickly and efficiently, greet customers as they are leaving Casino, retrieve car, open car doors for customers and provide closing greeting.
6. Attend meetings and training as needed.
7. Perform other duties as deemed necessary.

Terms of Employment: This is a Regular Full-time and/or on call position requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$8.58 per hour

Opening Date: September 20, 2006

Closing Date: Until Filled

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**